

Executive Administrative Assistant

The City of Port Arthur seeks applicants for the position of Executive Administrative Assistant. The individual selected for this position performs advanced office administrative and secretarial as assigned. Key job duties include, but are not limited to, skilled and accurate transcription/preparation of memos, emails, and complex reports; ability to test at a minimum keyboarding speed of 50 wpm.

Experience must include five (5) years of increasingly responsible administrative and project management experience and education equivalent to a high school diploma, or equivalent, supplemented by an Associate's, or a Bachelor's, degree in Office Administration or relevant field of study, preferred.

Salary range is \$43,447—\$53,960 (DOE&Q) with excellent fringe benefits. Applications may be submitted using the link below:

<https://cityhall.portarthur.net:444/Forms/HREmploymentApplication>

City of Port Arthur
ATTN: Human Resources
444 4th Street
Port Arthur, TX 77640
Fax: 409-983-8282
Email: HRJobApplications@portarthurtx.gov
(EEO/AA/V/F/RC/H).

CITY OF PORT ARTHUR

JOB TITLE: Executive Administrative Assistant EXEMPT:
REPORTS TO: Department Director NON-EXEMPT: X
DEPARTMENT: Various DIVISION:
SALARY RANGE: 30

DEFINITION

To perform a wide variety of highly responsible, confidential and complex secretarial duties and administrative duties for the Department Director.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other administrative and secretarial classes by the performance of complex, responsible and sensitive duties related to functioning as the personal assistant to the Department Director. The incumbent assigned to this class is expected to use judgment, discretion, and tact in the arranging of appointments and itineraries of officials and executive staff and to interpret and apply City policy, laws, and regulations in response to requests for information and assistance from the general public, and coordinating work with municipal departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Department Director.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential Duties and Responsibilities:

- Perform a wide variety of complex, responsible, and confidential duties for the Department director.
- Screen calls, visitors, and mail; respond to sensitive requests for information and assistance.
- Interpret City policies, rules, and regulations in response to inquiries and complaints; refer inquiries as appropriate.
- Participate and assist in the administration of the office of the Department Director; assist in preparing agenda for City Council Meetings and work sessions.
- Independently respond to letters and general correspondence of a routine nature.
- Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings, conferences, and civic functions.

CITY OF PORT ARTHUR Executive
Secretary (Continued)

- Independently prepare correspondence and memorandums.
- Work independently in the absence of supervision.
- Interpret and apply administrative and departmental 'policies, laws, and regulations pertaining to the Department Director's office.
- Establish and maintain effective working relationships with those contacted in the course of work including City officials.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare routine reports.
- Maintain confidential data and information for executive staff.

Ability to:

- Operate and use modern office equipment including general computer software programs such as Microsoft Office (i.e., Intermediate/Advanced MS Word, Excel, PowerPoint, Outlook) or SAP.
- Type at 50 or more words per minute, and transcribe at a speed necessary for successful job performance.

Experience and Training Guidelines

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative and project management experience.

Training:

Equivalent to a high school diploma supplemented by an Associate's or a Bachelor's degree in Office Administration, or relevant field of study.